



ADMINISTRATIVE DIRECTIVE

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I. **PURPOSE**

To establish the responsibilities, membership and authority of the Serious Accident Review Committee.

II. **DEFINITIONS**

- A. Serious Accident – An accident that might or does result in serious injuries, death(s), injuries to 3 or more persons, hospitalization over 24 hours, property damage greater than \$5000.00 or significant City liability exposure.
- B. Committee – The Serious Accident Review Committee (SARC).

III. **POLICY**

The Serious Accident Review Committee (SARC) is hereby created to:

- 1. Review the circumstance of all serious accidents.
- 2. Review departmental procedures and policies relating to the prevention, control and investigation of serious accidents in order to recommend improvements where necessary.

IV. **SARC MEMBERSHIP**

- A. The SARC shall be a permanent committee, appointed by the City Manager, comprised of 5 members, one of which will be designated as the Chairperson. In situations where a member may have a conflict of interest, that member shall be excused.

A Serious Accident Review Committee shall be convened to review all Level 3 incidents (as defined in Administrative Directive 2.03-4, Departmental Safety Programs and Disciplinary Guidelines for Infractions of Safety Violations, Section V).

This committee is charged with providing an unbiased review of the circumstance surrounding an event. The Committee shall review the initial investigation, make findings and recommendations.

V. **SARC RESPONSIBILITIES**



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A. Serious Accident Investigation and Prevention

1. At the discretion of the City Manager, the SARC shall convene to ensure that any departmental investigations of the accident and follow-up activities are conducted in a coordinated manner.
2. Risk Management investigation activities at the scene of an accident shall be coordinated with the Police or Fire Officer in charge, who maintains control of the accident scene. Risk Management investigation activities, both at the scene and subsequently, shall not interfere with Police or Fire criminal investigations and responsibilities for safeguarding public safety.
3. The SARC may be convened at any time to review individual Department accident control and investigation procedures, including any other relevant departmental rules, regulations and policies and the actual enforcement of same, in order to make general recommendations for improvement to the department Director and/or the City Manager.

B. Control of Material Evidence

1. It is essential that accident evidence not be compromised by being repaired, scrapped, lost or otherwise tampered with. Therefore, the Chairperson may determine that specific City materials, equipment or vehicles that have been involved in an accident must be secured immediately after release from the Police and/or Fire investigation. Upon request of the Chairperson, departments shall immediately surrender any evidence pertinent to the accident (including vehicles, keys, files, records etc.) so that the SARC may impound it for safekeeping. The Chairperson will release the evidence as soon as City legal counsel advise that its use in any claim is completed. Because impounded City equipment or vehicles may be important to a department's operations – for example, fire apparatus – the City Attorney's Office will coordinate with the claimant's legal representative to ensure that the City evidence is released as soon as possible.
2. To insure the control of material evidence, the Serious Accident Review Impound and Release Form (see attachment) shall be utilized to notify the Chairperson and appropriate department when materials, equipment or vehicles are impounded and released from impoundment. This form will serve to insure that any City materials, equipment or vehicles are not returned to service or disposed of prior to completion of any investigation or claim proceeding.

C. Release of Information

1. The Police and Fire Departments, upon request, may release only information that they are legally obligated to release concerning an accident in which the City may



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have substantial liability exposure. All requests for additional information about a Serious Accident shall be referred to the SARC, and only SARC may respond to such questions.

2. Other City departments, offices or staff shall not release any Information about Serious Accidents to the Public or the media, but shall refer all requests to SARC.

3. Unless specifically authorized by the SARC or the City Attorney's Office, all City employees, while on duty, are **prohibited** from:

- any public speculation about the causes of accidents;
- any public discussion of City responsibility for accidents.

(See also A.D. 2.02-15, "City Employee Conduct as Civil or Criminal Defendants")

4. Any employee found responsible for the non-authorized release of Information relating to a Serious Accident shall be subject to disciplinary action.

5. The SARC shall review all departmental policies relating to the release of Serious Accident-related information, and the actual enforcement of those policies, to ensure consistency with this Administrative Directive.

VI. **APPENDIX**

Attachment – Serious Accident Impound and Release Form.

VII. **RESPONSIBILITY FOR REVIEW**

The Finance Director shall review this directive annually, or as necessary.

AUTHORIZED:

Luis G. Gutierrez, CITY MANAGER

CITY OF TUCSON
SERIOUS ACCIDENT IMPOUND AND RELEASE FORM
(Per A.D. 3.04-4)

FROM: Tucson Police or Tucson Fire

TO: Finance/Risk Management

DATE:

The following materials, equipment or vehicle(s) are impounded/released by us as part of our investigation of a serious accident that occurred on _____ at _____.

Materials, Equipment or Vehicle(s)

Signature _____

Name (print) _____

Title: _____

FROM: Finance/Risk Management

TO:

DATE:

The following materials, equipment or vehicle(s) are impounded/released by us as part of our investigation of a serious accident that occurred on _____ at _____.

Materials, Equipment or Vehicle(s)

Signature: _____

Name (print) _____

Title: _____

Safety and Discipline Guidelines
Quick Reference

SARC REVIEW

